

ENGINEERING DIRECTIVES AND STANDARDS

Volume : III

Revision Date : 01/16/1980

Chapter : 2

Subject : **ASPHALTIC CONCRETE PLANT AND ROADWAY TICKETS**

Section : 3

Directive : 3

1. **PURPOSE.** The purpose of this directive is to establish a procedure for payment of asphaltic concrete based on a teleprinter ticket.
2. **SCOPE.** This directive contains all details necessary for the implementation of these procedures and emergency measures in case of breakdown.
3. **PROCEDURE.** The teleprinter ticket will be used for documentation of measurement. The teleprinter ticket is to be stamped on the back with the rubber stamp (sample format is enclosed) , which provides spaces for the required plant and roadway information. Each asphaltic concrete plant is to be provided with a rubber stamp and each district has been provided with two extra stamps. These were forwarded to the District Laboratory Engineers for distribution.

Each of the teleprinter tickets stamped with the rubber stamp is to be numbered consecutively for each item on each project in the upper right hand corner next to the date.

As stipulated in the Department's Asphalt Plant Ticket Writer's Handbook, it will be the responsibility of the Department's noncertified plant inspector to stamp the teleprinter ticket, fill in the required information, sign it, and forward it to the Department's Roadway Inspector, so that the pertinent field information can be added. The Roadway Inspector will also be required to sign the form.

Under no circumstances shall a Plant Inspector sign a blank teleprinter ticket. The practice of signing any type of haul ticket ahead of time or of failing to properly perform the duties delineated in the Asphalt Plant Ticket Writer's Handbook can result in disciplinary action.

When requested by the contractor, the Department's Asphalt Plant Inspector will stamp and sign two (2) copies of the teleprinter ticket and forward both copies to the Department's Roadway Inspector. The Roadway Inspector will then complete and sign both copies of the teleprinter ticket, maintaining one copy for Department records and providing the second copy to the contractor for his records.

In the event of teleprinter malfunction, a form containing the pertinent information will be filled out and signed by the Plant and Roadway Inspectors. A copy of this form, Stock No. 03-40-3076 (Rev. 6/75) , is also attached. It is to be especially noted, that this form is to be used only in the case of teleprinter malfunction. When using this form, the numbering of each item for each project in the upper right hand corner will be continued in the same sequence as the teleprinter tickets.

When Form 03-40-3076 is being used in lieu of the teleprinter tickets, and duplicate tickets were being printed, Form 03-40-3076 shall also be completed and signed in duplicate.

When Material Report Form 03-42-0653 (Rev. 6/76) is prepared for each estimate period, only the ticket numbers will be recorded in lieu of the book number. (See attached example of Form 03-42-0653.)

4. **OTHER ISSUANCES AFFECTED.** EDSM 111.2.3.3 dated July 16, 1976, LDH CMM NO. 1-1649 dated November 3, 1975, D.O.T.D. Construction Memorandum No. 17, dated August 31, 1979 and D.O.T.D. Construction Memorandum No. 18, dated September 10, 1979, are hereby rescinded.
5. **EFFECTIVE DATE.** This directive will be effective immediately upon receipt.

NOTE: Copy of the Asphalt Plant Ticket Writer's Handbook is attached.

LAWRENCE DOUCET
DOTD CHIEF CONSTRUCTION ENGINEER

LDM 03-42-0683
(REV 6.76)

MATERIAL MEMORANDUM

PROJECT NO. 208-01-06 F.A.P. _____
HIGHWAY Port Vincent - Walker PARISH Livingston
ESTIMATE NO. 2 DATE 6/20/1976
ITEM NO. 502(5)A RECEIVED FROM Name of Asphalt Plant
DESCRIPTION OF MATERIAL Asphaltic Concrete Type 3 Wearing Course

TOTAL AMOUNT OF MATERIAL AS SHOWN ON PREVIOUS MEMORANDUM: 200

RECEIVED SINCE LAST MEMORANDUM:

[illegible]

CURRENT TOTAL THIS MEMORANDUM: 1200 (2)

LESS DEDUCTIONS:

SHRINKAGE (See letter from Laboratory)

_____ % _____

_____ % _____

CURRENT DEDUCTIONS: _____ (3)

NET CURRENT AMOUNT TO BE ADDED TO LAST MEMORANDUM (2 minus 3) 1200 '4.

	1400	
TOTAL AMOUNT OF MATERIAL TO BE PAID FOR (1 plus 4)	<u> </u>	5.

TOTAL AMOUNT ALLOWED FOR PAYMENT LAST MEMO:	200
CURRENT AMOUNT ALLOWED FOR PAYMENT THIS ESTIMATE:	1200
TOTAL AMOUNT ALLOWED FOR PAYMENT TO DATE:	1400

REMARKS: _____

Project Engineer's Signature